



**Herndon Labor Day Festival
Food Vendor Application
September 7, 2015
11:00am-5:00pm NEW TIME**



BUSINESS NAME _____

OWNER OR MANAGER _____

MANAGER ON SITE _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE _____ CELL _____

FAX _____ EMAIL _____

Booth Size	Booth Cost
10ft x 15ft Full Service	\$350.00
10ft x 10ft Specialty (single item)	\$200.00

Do you have a trailer that needs additional parking space? If yes, size including tongue, awning, etc.

Will your trailer/truck need electrical in the parking area?

**additional electric fee assessed for this service.*

Do you have an oversized vehicle? If yes, describe

LIST EVERY FOOD & DRINK ITEM TO BE SOLD (Attach a menu of sold items in lieu)

MENU ITEM	CONTENTS/INGREDIENTS	PORTION SIZE	PRICE
<i>Example: Hamburgers</i>	<i>100% Ground Beef, white sesame seed bun, ketchup, pickle, mustard</i>	<i>8oz</i>	<i>\$4.00</i>

NOTE: Vendors will be selected based upon menu items described above. Due to the potential for duplication, not all menu items may be selected. We want to ensure that every food vendor has the highest potential for success. Vendors may only sell items agreed on by the Herndon Parks and Recreation. Any changes in menu must be submitted in advance and in writing and approved by the Herndon Parks and Recreation.

Non-cooking booths and cooking booths **MUST** have a flame-resistant treatment, NFPA 701 rating. Certificate of flame-resistance must be present at the event. Note Certificate rating CA-85 does not meet this certification. It must be NFPA 701.

The tent must be solid white in color no other color or combination of colors will be accepted please include a picture of your tent/setup with application. Failure to meet this guideline will jeopardize participation in this event and all fees associated with the event. No refund will be given due to an inappropriate booth setup.

ELECTRICAL SERVICE

Will your booth operate sufficiently with one 20 amp, 110 volt circuit? Yes ☐ No ☐

If no, explain _____

Herndon Parks and Recreation does not support circuits of more than 110volts.

All electrical equipment to be used during the event **must be listed**. Each booth will be inspected during the day and any equipment not listed here will be removed from the booth or the booth may be closed. Trailer lights are not considered a necessity by the Herndon Parks and Recreation department and may not be able to have electrical power provided respectively. Voice amplification equipment, such as bullhorns or loudspeakers, will not be permitted.

EQUIPMENT	AMPS	VOLTS	WATTS

REQUEST FOR ADDITIONAL ELECTRICAL SUPPORT

EQUIPMENT	QUANTITY	PRICE	TOTAL COST
20 AMP, 110 VOLT OUTDOOR ELECTRICAL DUPLEX OUTLET		\$50 each	

Note: Any damage to Town of Herndon electrical equipment due to noncompliance with the above information will result in rejection for participation in future events and the respective vendor will be responsible for damages.

I have received, read, and agree to comply with the attached Food Vendor Guidelines. I agree as the vendor to not hold the Town of Herndon or any of the staff/volunteers responsible for any injury, property damage, or theft of any kind, nor will I be a party to any legal actions against any of the above named. I also agree to be responsible for collection of Virginia State Sales Tax.

Signature

Date

**HERNDON LABOR DAY FESTIVAL
PAYMENT INFORMATION**

Name of Card VISA MASTER DISCOVER American Express

Card# _____

Name on Card _____ **Exp Date** _____

Signature _____

Total to be paid with Credit Card \$ _____

Or send check or money order made payable to: Town of Herndon

Mail completed application and payment information to:
Herndon Parks and Recreation Department
Attn: Kimmie Alcorn
PO Box 427
Herndon, VA 20172-0427

Please remember to read thoroughly the Food Vendor Guidelines.

For more information please contact Kimmie Alcorn at kimmie.alcorn@herndon-va.gov
703-435-6800 ext. 2119.